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Risk Reduction and Environmental Stewardship—Remediation Services

Desk Instruction

for **Upload of Geodetic Survey Information to the ERDB**

Revision Log

Revision No.	Effective Date	Prepared By	Description of Changes	Affected Pages
0	04/30/2004	Felicia Aguilar	New Desk Instruction	All

Upload of Geodetic Survey Information to the ERDB

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List of Acronyms and Abbreviations

ERDB	environmental restoration database
LANL	Los Alamos National Laboratory
PPE	personal protective equipment
PL	project leader
QP	quality procedure
QPPL	quality program project leader
RPF	Records Processing Facility
RRES-RS	Risk Reduction And Environmental Stewardship—Remediation Services
SOP	standard operating procedure
SSHASP	site-specific health and safety plan

Upload of Geodetic Survey Information to the ERDB

1.0 PURPOSE

This Desk Instruction (DI) states the responsibilities and describes the process of Uploading Geodetic Survey Information to the ERDB.

2.0 SCOPE

This DI is a guidance document for Data Stewards responsible for uploading survey information generated by **RRES-RS project participants** who generate survey information by implementing SOP 3.11, Coordination and Evaluating Geodetic Surveys.

3.0 TRAINING

Data Stewards shall read this procedure and contact the DBA if questions arise during its implementation.

4.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in this procedure:

- Data Steward
- DBA

5.0 PROCEDURE

5.1 Review the Location Upload Request excel workbook received from **RRES-RS project participants implementing** SOP 3.11.

- Check mandatory fields for completeness.
- Check all fields completed for allowable values per the applicable LUTs.

5.2 Coordinate with the **RRES-RS project participant** who requested the upload to ensure that all information is complete and accurate.

- Update fields as necessary.

5.3 Prepare the workbook for upload.

- Delete the Instructions spreadsheet.
- Delete the instructional headers (row 1) from the Location_Import spreadsheet.

- Copy and paste the LOCATION_NAME and LOCATION_TYPE fields into a new spreadsheet.

- Delete the LOCATION_TYPE field.

- Add the MEAS_REF_TYPE_CODE field between the ELEV_ACCURACY_UOM field and the SURVEY_DATE field.

- Save the excel file, with a name including date and user Z#, to the er3\Import directory on the ER server.

5.4   Upload the survey information.

- Open the SMO Application.

- Go to the Location Loader.

- Enter the excel file name.

- Click on the "Import from Excel" button.

Note: The survey information will be uploaded into the SMO Application. If it does not upload an error message will be received. Work with the DBA to determine what the error means if it is not obvious.

- Fix information if it is necessary.

- Click the "Upload Data" button.

5.5   Populate the LOCATION_TYPE.

Note: The Location Loader in the SMO Application is not designed to populate the LOCATION_TYPE, so it must be performed by the DBA.

- Query, from the ERDB, the ULIs associated with the LOCATION_NAMEs that require update.

- Provide the DBA with a spreadsheet that includes the ULI, and LOCATION_TYPE for upload.

5.6   Check upload.

- After DBA provides notification that the LOCATION_TYPE information has been populated, query, from the ERDB, the geodetic survey information associated with the updated ULIs and LOCATION_NAMEs.

- Check to ensure the information matches the Upload Location Request.

- Update information as required using the Location Editor feature of the SMO Application.

5.7   Notify **RRES-RS project participant** that their geodetic survey information has been uploaded to the ERDB

6.0   RECORDS

This Desk Instruction generates no records.

7.0   REFERENCES

To implement properly this DI, **Data Stewards** should become familiar with the contents of the following documents located at http://erinternal.lanl.gov/home_links/Library_proc.shtml:

- SOP 3.11, Coordination and Evaluating Geodetic Survey

8.0   ATTACHMENTS

None

Using a token card, click here to record "self-study" training to this procedure.
If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.